

**Title: Admin Clerk****Term: Permanent, Full-Time****Location: Coquitlam, BC****Date Posted: May 31, 2018****Closing Date: Open Until Filled****ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

**SUMMARY**

The role is responsible for a variety of clerical and office support duties and calls for a self-motivated, detail oriented individual who is flexible, willing to assist others with a positive and enthusiastic personality and desires to work in a fast paced environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- The Admin Clerk provides a variety of administrative and clerical support duties of a general nature for an assigned department;
- Compile, copy, sort, scan, file, and distribute, according to various business unit standards and processes, a variety of documents;
- Accurately track and record a variety of information on a database;
- Compile and update manuals, documents and other records;
- Spreadsheet creation and maintenance;
- Type from rough draft a variety of material such as documents, reports, charts, etc., as assigned;
- Other duties as required.

**JOB REQUIREMENTS**

- Proficient use of Microsoft Office Suite (Outlook, Word, Excel, Power Point);
- Excellent customer service skills;
- Strong organizational and time management skills;
- Ability to handle multiple priorities and work to meet deadlines;
- Strong interpersonal and communication skills (both oral and written);
- Ability to build and maintain effective working relationships with co-workers;
- Flexible and adaptable to changing priorities;
- Ability to work independently and prioritize work;
- Works with high attention to detail and accuracy in the preparation and editing of information;
- Quick thinker and good at multi-tasking;
- Enjoys challenges and working in a fast paced environment.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Post-secondary education or a combination of relevant training and related experience;
- Minimum two (2) years' experience in a similar position;
- Proficient and accurate in data entry.

**CORPORATE COMPLIANCE RESPONSIBILITIES****We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

**We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

**We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

**We take pride in what we do – how we show up is important.**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

**We stand among the very best – doing it right makes our reputation even stronger.**

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

**We respect our position in the broader community – act in accordance with our culture and values.**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

**COMPENSATION**

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education. If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.